

American Embassy  
P.O. Box 9123  
686 Old Bagamoyo Road  
Dar es Salaam

December 23, 2014

For: All Prospective Vendors

Re: REQUEST FOR QUOTATION for **PR3960896 - BASIC GROUNDSKEEPER SERVICES** FOR 262 Katoke Road, 1282 Chole Road, 1696, 248, 1193 and 1913.

The US Embassy in Dar es Salaam invites you to submit your quotation for the services shown below.

Provide basic groundskeeper services on 6 US Embassy residential compounds. Duties include watering, weeding, trimming, mowing, sweeping, shrubbery punning and any other duties needed to maintain the compound in a neat and presentable condition at all times.

Common area sq meterage includes both inside and outside the fence. Note that basic groundskeeper services includes maintenance of existing common area(driveways, area outside gates and common lawn areas) but any requested additional plantings are resident's responsibility.

You may maintain daily or three times a week (Mon-Wed –Friday) whatever you think is best. We will require a plan with days and times and expect you to deliver according to your plan. We request some form of uniform (t-shirt) or identification to identify your gardener(s) on our compounds.

The US Embassy will provide water. We will require the names of your gardeners to clear them with our compound guards.

The common area for 248 compound is 783 square meters.

The common area for 1913 compound is 415 square meters.

The common area for 262 compound is 240 square meters.

The common area for 1282 compound is 613 square meters.

The common area for 1696 compound is 643 square meters.

The common area for 1193 compound is 437 square meters.

Your quotation must be submitted by **1100 hours local time on Friday, January 09, 2015.**

A site visit will be scheduled at 1400 hours local time on **Tuesday, January 06, 2015.** Meet at 262 Katoke road, we will quickly visit all compounds.

The US Government intends to purchase the lowest priced technically acceptable service.

All vendors receiving awards over \$25,000 must be registered in the system for Award Management (SAM). When submitting your bids, write your SAM registration information directly and clearly on your quotation.

We encourage all vendors which may bid either on this solicitation or in the future to start now and complete the SAM registration process. Registration will make the award process move much more smoothly and quickly. The registration process is not difficult, provided all instructions are followed carefully. Please see our Embassy Contract opportunities web page for details.

We encourage electronic submission to [darprocurementbid@state.gov](mailto:darprocurementbid@state.gov).

On the e-mail subject line, note PR3960896 - BASIC GROUNDSKEEPER SERVICES FOR 262 Katoke Road, 1282 Chole Road, 1696, 248, 1193 and 1913.

You may also deliver your information to the Embassy at gate no 3. Mark your envelope as **"Basic Groundskeeper Services"** and send to:

Contracting Officer  
P.O. Box 9123, 686 Old Bagamoyo Road  
Dar es Salaam

Looking forward to receiving your quotation.

Susan Phemister  
Contracting Officer